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Accessing Elevator Hoistways

The department recognizes the need for non-elevator personnel to periodically maintain or service equipment installed throughout the hoistway that are not a part of the conveyance. Under no circumstances should a person attempt to enter a hoistway unless that person has received proper training.

ASME A17.1 (2007) Section 8.6.11 contains requirements for written procedures for various tasks permitting "Authorized Personnel" to perform these tasks. ASME A17.1 defines Authorized Personnel as follows;

"Persons who have been instructed in the operation of the equipment and designated by the owner to use the equipment."

Similarly, the department will require a written procedure to permit authorized personnel who need to enter the hoistway and/or pit to maintain, service, or test equipment or devices installed in those areas. The procedure shall be developed as follows;

1. A written access procedure shall be made and kept on the premises where the conveyance is located and shall be available to the authority having jurisdiction.
2. The procedure shall identify the hazards and detail the safety precautions to be utilized.
3. All personnel who maintain, service, or test building components related to the conveyance shall be given a copy of these procedures and all necessary training to assure that they understand and comply with the procedures.
4. A record of authorized personnel trained as specified above in 3 shall be kept on the premises where the elevator is located and shall be available to the authority having jurisdiction.

Working near conveyance equipment can be extremely dangerous. Knowledge of the equipment is necessary to avoid crushing, fall, electrical and other hazards. Authorized persons must understand the operational and safety functions of components of the conveyance in order to appreciate all safety hazards for maintenance personnel and for the general public that might be created during any maintenance procedure.

This will remain the department's position until the department accepts a change or later interpretation to this code requirement.